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SCHOOL BOARD LEGAL STATUS AND AUTHORITY POWERS AND DUTIES

The name of the official governing body of the district shall be the School Board of the Glen Ullin Public School District #13 of Morton County, State of North Dakota. Through legislation, the State Legislature has provided for public education by delegating responsibility for the conduct of public schools in each school district to a local school board. Thus, school boards are instruments of the State, and members of a board are state officers chosen by citizens of the district to represent them and the State in the legislative management of the public schools of the district.

Legally, the Glen Ullin School Board is a body, political and corporate, capable of suing and being sued; contracting and being contracted with; acquiring, holding possession, and disposing of real and personal property; and taking and holding in trust for use of the school district any grant or gift of land, money, or other personal property.

The Glen Ullin School Board is directly responsible to the people of the school district and is the supreme educational agency for the public schools of this district and may take all such actions as the law permits. The School Board is governed by the laws of the United States of America and the State of North Dakota, regulations of the Department of Public Instruction, decisions of the State Board of Public School Education, decisions of the United States Supreme Court, the 8th Circuit Court of Appeals, the North Dakota Supreme Court, and the local courts of jurisdiction, and by its own policies and regulations, which must be in accordance with law.

The powers and duties of the Board are specified in State Law. The Board is a policy-making body and shall employ a Superintendent who shall be charged with the implementation of board policy and the day-to-day administration of the schools, and who shall be held responsible for the effective administration and supervision of the entire school system.

The School Board exercises its powers and duties only in properly called meetings, where a majority of the Board constitutes a quorum to transact business. Except when performing a specific duty as ordered by the Board, the decision and actions of a single member of the Board are not binding on the entire Board.

Legal Ref: NDCC 15.1-09-29, School Board - Quorum - Majority vote

NDCC 15.1-09-33, School board – Powers

NDCC 44-04-18, Access to public records - Electronically stored information

NDCC 44-04-19, Open governmental meetings

NDCC 44-04-20, Notice of public meetings required - Exceptions - Schedule set by statute, ordinance, or resolution

NDCC 44-04-21, Open voting at public meetings required - Results recorded in minutes

End of Policy BA.....Adopted:10/20/2009

SCHOOL BOARD ELECTIONS

Board Member Qualifications: Any qualified elector of the School District is eligible to be elected to the Board.

Number of Members and Terms of Office: The Glen Ullin School Board consists of seven (7) members; Two (2) North of Highway 10 and outside the city limits; Two (2) South of Highway 10 and outside the city limits; Two (2) inside the city limits; One (1) At large member from anywhere within the district.

Date of Election: The annual election shall be held the second Tuesday in June to fill any vacancies. Newly elected members shall take office at the annual meeting in July.

Legal Ref: NDCC 15.1-07-14, Qualified electors

NDCC 15.1-09-01, School board membership - Size and term adjustments

NDCC 15.1-09-02, School boards - Terms of office

NDCC 15.1-09-03, School boards - Changes in terms of office

NDCC 15.1-09-04, Rural members of school board - Definitions

NDCC 15.1-09-10, School district elections - Forms of notice

NDCC 15.1-09-13, Election precincts - Polling places - Election officials

NDCC 15.1-09-22, School boards - Annual elections - Poll books

NDCC 15.1-09-23, School boards - Special elections

NDCC 15.1-09-24, School boards - Sharing of election expenses

NDCC 15.1-09-30, School board - Meetings

NDCC 15.1-12-21, School district reorganization - Changes in plan

ND Attorney General Opinion, Spaeth, 12/2/85 District Reorganization

End of Glen Ullin Policy BCA.....Amended: 10/14/09

OFFICERS OF THE BOARD

The president and vice-presidents shall be members of the board, and shall be elected annually by a majority of the members present at the meeting. The office of President shall not automatically rotate in order of length of service on the Board. Board members shall take into consideration the qualifications that make a good leader and officer in nominating a member for office. These qualifications include behavior which will not reflect negatively on the Board. Behavior which would reflect negatively includes, but is not limited to, public intoxication, conviction of domestic abuse, sexual abuse, assault, child abuse, or child neglect, contribution to the consumption of alcohol or controlled substances by minors; or neglect of duty as an officer of the Board. Any officer of the Board whose behavior reflects negatively on the Board is subject to removal from that office by majority vote of the Board. The Board shall employ a Business Manager and the Business Manager shall serve as executive secretary of the board. The Business Manager shall not be a member of the Board, but shall hold office at such compensation as is fixed by the Board. The employment of the Business Manager may be terminated or suspended for serious cause or with 30 days notice.

If a vacancy occurs in the position of president or vice-president, the board shall elect new officers from its membership at the first regular or special meeting following the vacancy, provided that a minimum of four members are present. In addition to the duties prescribed by law or by the policies of the School Board, the President will exercise such other powers as listed below and as properly pertain to the office or may be delegated by the School Board.

1. The President shall in cooperation with the Superintendent, prepare an agenda in advance of each meeting.
2. The President shall preside at all meetings of the Board, appoint all committees subject to approval of the Board, sign all warrants ordered by the Board to be drawn upon the Business Manager for school monies, and perform other acts required by law.
3. The President will serve as official spokesperson for the Board or appoint another member to speak for the School Board in communications with the media.
4. It is the duty of the President, when the School Board is not in session, to act on any emergency matter which may arise and report the action taken at the next meeting.
5. The President will appoint board members, school personnel, or citizens to serve on advisory committees and other agencies as directed by the Board.

6. The President will establish liaison with other governmental agencies to assist in cooperative action.

7. It is the duty of the President to provide the necessary leadership to individual board members, to help them to serve as a productive part of the Board, and also to help the Board to act as a cohesive whole.

8. It is the responsibility of the President to be available for counsel to the district administrator.

9. At all meetings of the Board, the President may make or second a motion, and will exercise privileges and duties of a board member, including the duty to vote on any question put to the vote of the entire Board. The President may also contribute to the discussion in order to provide information or point out aspects not brought forth by other members, but shall not take advantage of the power of the chair to monopolize the discussion or exert undue influence on the vote.

Legal Ref: NDCC 15.1-09-27, Organization of school board - Election of president
NDCC 15.1-09-28, School board president - Duties
NDCC 15.1-09-33, School board – Powers

End of Policy BCAC.....Amended: 10/20/09

COMPENSATION AND EXPENSES FOR BOARD MEMBERS

Board members will receive \$45 per regular, special and committee meetings of the Board actually attended with the exception of the president who will receive \$55. Board members will receive \$75 per full day and \$30 per ½ day in-service session, convention, or conferences approved by the School Board.

Individual board members may elect not to be paid for the meetings attended. Board members electing not to be paid are urged to notify the Business Manager prior to the close of the fiscal year, or the member may return the payment to the district.

The Business Manager of the Board shall keep such records necessary to determine the compensation due each board member. Further, the Business Manager shall receive at the close of the fiscal year, (July board meeting) from each member a voucher indicating payment due to each board member.

Board members may be reimbursed for all necessary meals, lodging, and travel expenses actually incurred by the member while engaged in official business of the Board. The rate shall be the same as for all state officials and employees, as established by law. Any mileage claimed shall not exceed the number of miles between the points traveled as measured by the most usual route. If a board member prefers to use a personal car to attend a conference, he/she will receive no more than the regular airline coach fare for the trip, and no more than the lodging and meal allowances necessary for the conference had the member used air transportation.

Cross Ref: Policy HEB Expense Reimbursements

Legal Ref: NDCC 15.1-09-06 School board members - Compensation

NDCC 15.1-09-32 School board members - Attendance at workshops

NDCC 44-08-03 Travel expenses - What allowed

NDCC 44-08-04 Expense account - Amount allowed - Verification

NDCC 54-06-09 Mileage and travel expense of state officers and employees

End of Policy BCBB.....Amended: 10/20/09

BOARD MEMBER DEVELOPMENT

The School Board in modern America faces a difficult set of challenges. It must fashion a quality educational program to prepare children for an unpredictable tomorrow. It must decide complex issues of policy and principle. It must oversee the prudent management of a community's extensive school facility. It is right and proper for the public to expect its elected board members to demonstrate high qualities of leadership as they deal with affairs of the public schools. It is also right and proper for a school board to expect public support for its efforts to enlarge the horizons and abilities of its members.

The Glen Ullin School Board places a high priority on the importance of a planned and continuing program of inservice education for its members. The central purpose of the program is to enhance the quality and effectiveness of public school governance in our community. The Board shall approve specific inservice activities designed to assist board members in their efforts to improve their skills as members of a policymaking body; to expand their knowledge about trends, issues, and new ideas affecting the continued welfare of our local schools; and to deepen their insights into the nature of leadership in a modern democratic society.

Funds shall be budgeted annually to support the program. Individual board members shall be reimbursed for out-of-pocket costs incurred through participation in approved activities in accordance with state law. The public shall be kept informed through the news media about the board's continuing in-service education.

Legal Ref: NDCC 15.1-09-06, School board members - Compensation
NDCC 15.1-09-32, School board members - Attendance at workshops
NDCC 15.1-09-33, School board – Powers

End of Policy BCC.....Amended: 10/20/09

NEW MEMBER ORIENTATION

A new member is to be afforded the fullest measures of courtesy and cooperation by the Board and the staff. Both the Board and the staff shall make every feasible effort to assist the new member to become fully informed about the board's functions, policies, procedures, and problems.

- 1. In the interim between election and actually assuming office, the new member will be invited and encouraged to attend all meetings and functions of the Board and is to receive all reports and communications normally sent to board members.
- 2. The new board member shall be encouraged to attend the North Dakota School Boards Association New Board Members Seminar as required by law. The Business Manager shall maintain a record of attendance and report to the Board when each new member has fulfilled this obligation. In addition, the Superintendent shall assist the new member in understanding any procedures or situations unique to this district.
- 3. The new member is to be provided with copies of all appropriate publications and aids, including the board policy manual, the latest copy of the North Dakota Century School Code, including the current supplements, and publications of the state and national school boards associations.
- 4. The Board chairman and the Superintendent will also confer with the new member as necessary on special problems or concerns.

Legal Ref: NDCC 15.1-09-06, School board members - Compensation
NDCC 15.1-09-32, School board members - Attendance at workshop
NDCC 15.1-09-33, School board - Powers

End of Policy BCCB.....Amended: 10/20/09

BOARD MEMBER DEVELOPMENT OPPORTUNITIES

In keeping with its stated position on the need for continuing in-service training and development for its members, the Board encourages the participation of all members at appropriate conferences, workshops, and conventions, and the visitation of other school systems for their own professional and personal growth and for gaining further insight into evaluating our own school system. Attendance at the North Dakota School Boards Association convention, the National School Board Association convention and the American Association of School Administrators convention is especially encouraged on an annual basis. However, in order to control both the investment of time and funds necessary to implement this policy, the Board establishes these principles and procedures for its guidance:

- 1. A calendar of school board and administrative conferences, conventions and workshops shall be maintained by the Superintendent and Business Manager. The Board will periodically decide which meetings appear to be most promising in terms of producing direct and indirect benefits to the school district.
- 2. Funds for participation at such meetings will be budgeted for on an annual basis. When funds are limited, the Board will designate which of its members would be the most appropriate to participate at a given meeting.
- 3. Reimbursement to board members for their expenses will follow the expense reimbursements established by state law.
- 4. When a conference, convention or workshop is not attended by the full Board, those who do participate will be requested to share information, recommendations, and materials acquired at the meeting.

Cross Ref: Policy HEB, Expense Reimbursements
 Legal Ref: NDCC 15-29-08(19), General powers and duties of school board
 NDCC 15-29-05, Compensation of board members
 NDCC 44-08-03, ravel expenses - What allowed
 NDCC 44-08-04, Expense account - Amount allowed – Verification

End of Policy BCCC.....Adopted: 10/20/09

BOARD MEMBER VACANCY

Vacancies on the School Board occur by death, resignation, removal from the district, removal from office, or failure to take the oath of office within the time required by law. The School Board has the authority to fill by appointment any vacancy which occurs except in the case of recall.

Legal Ref: NDCC 15.1-09-05, School board - Vacancies - Appointment
NDCC 15.109-17, Notification of elected individuals - Notice to county superintendent of schools
NDCC 15.1-09-25, School board members - Affirmation or oath of office
NDCC 44-01-04, State, district, and county officers - Failure to qualify - Vacancies
NDCC 44-02-01, Vacancies - Causes thereof
NDCC 44-08-21, Recall of elected officials of political subdivisions
NDCC 44-10-02, Accusation by grand jury - Causes for removal
NDCC 44-10-16, Other accusations - Delivery by judge to states attorney
NDCC 44-11-01, What officers removable by governor - Grounds
NDCC 44-11-02, Charges - How made - By whom prosecuted
ND Constitution, Article XI, Section II

End of Policy BCD.....Amended: 10/20/09

BOARD MEMBER RESIGNATION

The Board believes that any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort and dedication expected of all board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.

However, if for reasons of health, change in domicile or any other compelling reason a member does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy.

Legal Ref: NDCC 15.1-09-05 School board - Vacancies -Appointments

End of Policy BCDA.....Adopted: 10/20/09

BOARD MEMBER REMOVAL

A board member, as an officer of the State, is subject to removal if judged mentally ill, fails to discharge the duties of his office, or is convicted of a felony or any offense involving moral turpitude. The board member may also be recalled.

Regular attendance at board meetings is essential if a board member is to fulfill his/her obligation to the community which elected him/her. It shall be the policy of the Glen Ullin School Board that the President of the Board shall circulate and properly file a petition for the removal of any member who ceases to discharge the duties of his/her office for a period of three (3) consecutive months, unless the failure is caused by illness.

- Legal Ref: NDCC 15.1-09-05, School board - Vacancies - Appointment
- NDCC 44-08-21, Recall of elected officials of political subdivisions
- NDCC 44-10-02, Accusation by grand jury -Causes for removal
- NDCC 44-10-16, Other accusations - Delivery by judge to state's attorney
- NDCC 44-11-01, What officers removable by governor - Grounds
- NDCC 44-11-02, Charges - How made - By whom prosecuted
- North Dakota Constitution - Article XI, Section 11

End of Policy BCDB.....Amended: 10/20/09

METHOD OF FILLING BOARD VACANCY

When a vacancy on the School Board occurs, the Board will make public announcement of such vacancy and request that individuals interested in being considered for board service apply at the district business manager's office. The Board will establish an application period which shall be not less than two weeks nor more than four weeks, and shall have clearly stated beginning and closing dates. Interested individuals will complete an Application for Board Position. Also, each applicant will be provided with a "biographical information sheet." The information on this sheet is optional, but may be filed with the application to assist in the appointing process. The names and information provided will be supplied to each board member.

At the next regular meeting of the Board, or at a special meeting called for that purpose, the Business Manager will report all applicants by name. If the number of applicants exceeds three, one or more votes will be used to limit the field to three. Each board member must vote for three candidates in this initial process. When the field is limited to three, another vote will be taken, each board member voting for one name. If no candidate has a clear majority after this vote, the name receiving the least votes will be dropped from the slate and each board member will vote for one of the two remaining names.

The appointment shall take effect at the next meeting of the Board, at which time the appointee shall execute the Oath of Office. A board member thus appointed shall serve until the next regular election of the Board and until a successor is elected and qualified.

The same orientation procedures shall apply for any appointed member as for a regularly elected member.

Cross Ref: Policy BCCB, New Member Orientation

Legal Ref: NDCC 15.1-09-05, School board - Vacancies - Appointment

NDCC 44-10-02, Accusation by grand jury - Causes for removal

NDCC 44-10-16, Other accusations - Delivery by judge to states attorney

NDCC 44-11-01, What officers removable by governor - Grounds

NDCC 44-11-02, Charges - How made - By whom prosecuted

ND Constitution, Article XI, Section II

End of Policy BCDC.....Adopted: 10/20/09

PROCEDURE FOR SELECTING APPOINTEE

INITIAL PHASE: Limiting the Field to Three

1. Each board member shall vote for three candidates on a written ballot, signing his/her name. The President shall read the ballots aloud and the Business Manager shall tally the votes. The three candidates with the largest number of votes will be advanced to the final phase of voting.

2. A tie vote could occur for one or more of the top three positions as a result of the first ballot. In that case, succeeding ballots will be taken until the three finalists have been selected. Each succeeding ballot will have board members selecting from only the candidates involved in the tie on the previous ballot.

a. If there are no clear winners advanced to the final phase of the process, board members will each vote for three candidates from among the four or more involved in the tie. The clear winner(s) will be advanced to the final phase of the selection process.

b. If one candidate has been advanced to the final phase of the process, board members will each vote for two candidates from among those involved in the tie for the last two positions in the finals. The clear winner(s) will be advanced to the final phase of the selection process.

c. If two candidates have been advanced to the final phase of the process, board members will each vote for one candidate from among those involved in the tie for the last position in the finals. The clear winner will be advanced to the final phase of the selection process.

FINAL PHASE: Selecting the Appointee from Among the Final Three Candidates

1. Each board member shall vote for one candidate from among the three finalists. If any candidate receives a simple majority vote of the members present, the appointee shall have been determined.

2. If none of the three candidates receives a simple majority on the first ballot in the final phase of the process, the name receiving the least votes will be dropped and another ballot taken.

3. Following selection by the above procedure, there shall be a motion, duly seconded and voted upon, to appoint the selected candidate to the Board.

TYPES OF MEETINGS

Annual Meeting:

The annual meeting shall be held as the regular meeting in July, at which time the newly elected members assume their duties. At this meeting, the Board shall elect from among its members a President and Vice President.

Regular Meetings:

Regularly scheduled meetings of the Glen Ullin School Board shall be held monthly on the 2nd Tuesday of the month. The November thru March meetings will begin at 7:00 PM. The April thru October meetings will begin at 8:00 PM. The Board may vote to change the time and place. Bills shall be approved at the regular monthly meeting and any other official action may be taken as necessary on items on the agenda. The schedule of regular meetings for the year shall be posted in the offices of the district and filed with the County Auditor. An agenda for the meeting shall be sent to each board member prior to the meeting.

Special Meetings:

A special meeting of the School Board may be called at any time by the President or by any two members of the Board. Written or printed notice of a special meeting shall be given to each member of the Board. Notice shall also be given to the county auditor and to anyone who has requested that they be notified of such meetings to the official newspaper of the district. The purpose of the meeting shall be included in the notice. Only those items included in the notice may be considered or acted upon.

Work Sessions and Retreats:

The School Board may, from time to time, meet in work sessions or extended work sessions at a time and place conducive to in-depth discussion of the policies and goals of the district. All such meetings shall be open to the public and subject to the same notice requirements as any other meeting of the Board. No official action may be taken at a work session or retreat.

Conference Calls:

Members of the School Board may meet by properly noticed telephone conference provided there is a speaker phone available at a central location to which the public has access. Similarly, an individual member may arrange with the President to participate in the meeting via telephone. The President shall ensure that adequate microphones and speakers are available at the place of the meeting so that all members of the Board and members of the public are able to hear all participants

Executive Sessions:

Executive sessions are only permitted as specifically provided by law. This includes the nonrenewal or discharge hearing of a teacher as defined by law, consultation with the district's attorney concerning reasonable predictable litigation, the discussion of a student's educational records that are protected by the Family Educational Rights and Privacy Act, or to plan negotiating strategy and to instruct individuals who are negotiating on behalf of the Board.

Cross Ref: Policy BCAC, Officers of the Board

Legal Ref: NDCC 15.1-09-30, School boards - Meetings

NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC Ch. 44-04, Duties, Records, and Meetings

20 U.S.C. 1232g(e)(f), Family Educational Rights and Privacy Act

45 CFR 99.5, Regulations

ND Attorney Generals Opinion 94-28

End of Policy BDA.....Amended: 10/20/09

SCHOOL DISTRICT RECORDS

The Business Manager is charged with maintaining all official records and documents of the district.

The records, books, vouchers and papers of the district are public records and as such are subject to public inspection.

The official Minutes of the Board, its written policies and its financial records shall be open for inspection during hours when the office of the Business Manager is open.

Copies of records may be made available to persons requesting such at that person's expense.

No records pertaining to individual students or any other records protected by law shall be released for inspection by the public or any unauthorized persons by the Board, Business Manager, or other persons responsible for the custody of confidential files.

Cross Ref: Policy DAE, Personnel Records

Policy DAEB, Removal of Materials from Personnel Files

Policy FDA, Student Educational Records

Legal Ref: NDCC 15.1-07-21, School district business manager - Duties

NDCC 15.1-07-25, School district records - Open - Exemptions

NDCC 15.1-09-31, School board proceedings - Publications

NDCC 15.1-24-04, Treatment or assistance records - Confidential

NDCC Ch. 15.1-17, Teacher Personnel Files

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC Ch. 44-04, Duties, Records, and Meetings

20 USC 1232g(e)(f), Family Educational Rights and Privacy Act

45 CFR Part 99 Regulations

End of Policy BDB.....Amended: 10/20/09

MINUTES

The Business Manager shall keep a complete record of the meetings of the Board. The minutes should be as brief as possible but record all action taken by the Board. The minutes shall be kept in an official minute book and shall include:

1. Whether it is a regular or special meeting; the time and place, members present, approval of the minutes of the preceding meeting or meetings.
2. A record of all actions taken by the Board, with the vote recorded by name except in cases of unanimous votes.
3. Resolutions and motions in full, and the names of members making and seconding them; reports and documents relating to a formal motion may be omitted if they are referred to and identified by title and date.
4. A record of the disposition of all matters which the Board considered, but upon which no action was taken.
5. A record of all business that comes before the Board through reports of the Superintendent and others, and through communications from staff and public.
6. The names of all persons who speak before the Board and the topic of their remarks.
7. A record that an executive session was held.
8. The record of adjournment.

The format and style of the minutes should follow the pattern of the agenda for the meeting.

A copy of the minutes shall be made available to all board members prior to the meeting at which they are to be approved. Following approval they shall be signed by the Board President and the Business Manager.

The approved minutes are a part of the official records of the district and shall be open to public inspection when the office of the Business Manager is open. Biennially the question of whether a record of the proceedings of the Board is to be published shall be submitted to the electors of the district at the election of school board members. If the publication of such proceedings is approved by a majority of the electors voting thereon, the actions of the Board, including an itemized list of obligations approved for payment, shall be published in the official newspaper of the school district as soon as available after each board meeting for the succeeding two years, or until disapproved at a succeeding School Board election.

Legal Ref: NDCC 15.1-09-31, School board proceedings - Publication
NDCC 15.1-07-21, School district business manager - Duties

NDCC 44-04-18, Access to public records - Penalty

NDCC 44-04-21, Open voting at public meetings required - Results recorded in minutes

End of Policy BDBA.....Adopted: 10/20/09

BOARD MEETING AGENDA

Agendas shall be prepared by the Superintendent in consultation with the Board President. Persons wishing items included in the agenda shall submit those items to the Superintendent no later than five days prior to the meeting. Inclusion shall be at the discretion of the Superintendent and Board President.

Additions or changes in the prepared agenda or its order may be requested by the Superintendent or a board member and must be approved by two-thirds of the members present.

Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent or President so that such presentations may be scheduled on the agenda. Topics of urgency that are not on the agenda may be discussed if prior arrangements are made with the Superintendent and the Board President.

Copies of the agenda, minutes of the previous meeting and relevant supplementary information will be delivered to each board member at least three days in advance of the meeting and will be available to any interested citizen at the Superintendent's office, forty-eight hours prior to the meeting. Upon request, local news media representatives and citizens also may obtain copies of board meeting materials from the superintendent's office.

Time, date, and place of meetings shall be filed each year with the County Auditor and the local newspaper. The agenda shall also be posted at the school building. The order of business shall be as follows:

1. Call to order.
2. Roll call.
3. Approval of agenda.
4. Approval of minutes of last meeting.
5. Consideration of claims and accounts.
6. Administrative report and communications.
7. Unfinished business.
8. New business
9. Committee Reports.
10. Miscellaneous.
11. Adjournment.

Board members are expected to read the information provided them, and to contact the Board President or Superintendent to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

Cross Ref: Policy BDD, Board Meeting Procedures

Policy BDF/KAG, Public Participation at Board Meetings

Legal Ref: NDCC 44-04-20, Notice of public meetings required - Exceptions - Schedule set by statute, ordinance, or resolution

BOARD MEETING PROCEDURES

All meetings will be conducted in an orderly and businesslike manner, using Robert's Rules of Order as a guide except when such rules are superseded by board policies, state and federal laws.

All meetings shall follow the printed agenda. However, the lack of an agenda in the notice, or a departure or an addition to the agenda at a meeting, shall not affect the validity of the meeting or the actions taken thereat. Additions or changes in the prepared agenda or its order may be requested by the Superintendent or a board member and must be approved by two-thirds of the members present.

Copies of the minutes of all meetings will be delivered to board members in advance of the next subsequent meeting and will be made available to interested citizens. Minutes need not be read publicly, provided the board members have had an opportunity to review them.

All votes of the Board on other than procedural matters shall be roll call votes. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent or Board President so that such presentations may be scheduled on the agenda. Topics of urgency that are not on the agenda may be discussed if prior arrangements are made with the Superintendent and the Board President.

Cross Ref: Policy BDC, Board Meeting Agenda
Policy BDF/KAG, Public Participation at Board Meetings
Legal Ref: NDCC 15.1-07-21, School district business manager - Duties
NDCC 44-04-21, Open voting at public meetings required

End of Policy BDD.....Amended: 10/20/09

PUBLIC PARTICIPATION AT BOARD MEETINGS

Meetings of the School Board are conducted for the purpose of carrying on the business of the school, and therefore are not public meetings, but meetings held in public. Although there is no legal requirement that the public be given an opportunity to speak at board meetings, it will be the policy of this Board to afford that opportunity in accordance with the following procedures:

Items of Discussion

Only items on the published board agenda will be discussed at any meeting of the Board, unless the Superintendent or a board member requests an addition and two-thirds of the board members present approve. Members of the public who wish to make formal presentations before the Board should make arrangements in advance with the Superintendent or Board President so that such presentations may be scheduled on the agenda. Topics of urgency that are not on the agenda may be discussed if prior arrangements are made with the Superintendent and the Board President.

To Speak to an Item on the Agenda

1. The speaker should stand during the hearing period and be recognized by the presiding officer.
2. Name and address should be stated.
3. Subject and item number which the speaker will address should be stated.

Time Limit for Speakers

No person should speak for more than five minutes, unless the time limit is waived by the Chairman. When there are a large number of speakers to be heard or if pressure of business or other circumstances dictate, the Board Chairman may decide to shorten the length of time allowed.

Conduct and Remarks Out of Order

Undue interruption or other interference with the orderly conduct of board business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer may terminate the speaker's privilege of address if, after being called to order, he/she persists in improper conduct or remarks.

Charges, Complaints, or Challenges

At a public board meeting no person may orally initiate charges or complaints against individual district employees or challenge instructional materials used in

the district. All complaints or challenges to instructional materials should be presented to the district administrator or the Board in writing, signed by the complainant. All such complaints or challenges, if presented to the Board directly, will be referred to the district administrator for referral to the proper committee under Policy BIBB/KAGAA. Charges or complaints against individual district employees will be dealt with according to Policy BIBA/KAGAB

Discussion of Motion

When a motion is before the Board, discussion will be limited to board members and the Superintendent except as information is requested by the Chairman. These procedures are intended to:

- 1) Allow everyone who wishes it, a fair and adequate hearing on non-personnel related matters.
- 2) Allow the superintendent of schools to take direct action or to recommend action to the Board when policies have already been established by the Board.
- 3) Minimize the possibility of the Board's making ill-advised, illegal or improper rulings due to hasty action in the absence of adequate information and study, especially when a policy does not exist, a change in policy is proposed or an exception to policy is specifically requested.
- 4) See that the time so devoted does not interfere with the scheduled business of the Board.

Cross Ref: Policy BDC, Board Meeting Agenda
Policy BDD, Board Meeting Procedures
Policy BIB/KAGA, Patron Complaints
Policy BIBA/KAGAB, Complaints about Personnel
Policy BIBB/KAGAA, Complaints about Instructional Material
Legal Ref: NDCC Ch. 15.1-14, Administrators
NDCC Ch. 15.1-17, Contracts of Teachers and Administrators
NDCC 44-04-19, Open governmental meetings
NDCC 44-04-20, Notice of public meetings required -Exceptions - Schedule set by statute, ordinance, or resolution
NDCC 44-04-21, Open voting at public meetings required - Results recorded in minutes

End of Policy BDF.....Amended:10/20/09

SCHOOL BOARD COMMITTEES

The President of the School Board shall appoint chairman and members of the following committees from within the membership of the Board:

1. Advisory and Extra Curricular
2. Transportation.
3. Building and Maintenance
4. Curriculum
5. Collaborative Bargaining
6. Policy
7. Technology
8. Budget

The President of the School Board may appoint other committees from within the Board from time to time as required for fact finding or research. They shall serve only for the time required to accomplish the specific task assigned. The function of these committees will be advisory and to assist the Superintendent and the Board with fact finding, but never legislative or administrative. All actions of committees will be recommendations to the Board, unless a committee is expressly delegated prior authority by the Board to act upon an issue. It is recommended that the chairman of a committee has served on that committee prior to his/her chair assignment. It is further recommended that in the event of a board member vacancy, the above recommendation be followed even if it necessitates the reassigning of other board member assignments.

End of Policy BEA.....Amended:10/20/09

CITIZENS' ADVISORY COMMITTEES

The School Board recognizes that the public has vast resources of training and experience useful to schools. The strength of the local school district is in large measure determined by the degree to which these resources are tapped in an advisory way and to the degree that these resources are involved in supporting the improvement of the local educational program.

Residents of the district who are especially qualified because of training, experience, or personal characteristics shall be encouraged to take an active part in school affairs. Such persons shall be invited to serve on advisory committees as the need for such committees arises. In general, individual members of such committees shall not be requested to perform specific services for the Board. Unique talents of members can best be utilized on a consultative basis. Advisory committees shall not be used to avoid paying for professional advice.

The School Board will enlist citizen groups to assist and counsel them, making certain that the following three principles are followed:

1. Citizen groups should be broadly representative.
2. Recommendations should be based on research and facts.
3. Recommendations should be submitted to the School Board which alone has the authority and responsibility to act upon them.

Advisory committees should be appointed only when there is a definite function to be performed, and this function should be indicated to the committee in writing when it is appointed. Committees may be short-term for a specific task or may be on-going to serve a particular need of the district.

Advisory committees should not be appointed to advice on matters requiring decision by the Board unless adequate time is available for a thorough study by the committee.

The Board and the staff shall give substantial weight to the advice which they receive from individuals and community groups interested in the schools, especially those individuals and groups which they have invited or created to advise them regarding selected problems, but the ultimate responsibility for the decision rests with the Board. Therefore, the Board shall use its own best judgment in arriving at decisions.

BOARD POLICY DEVELOPMENT

The Board is the policy making body for the school district. The policies of the Board shall be within the framework of state and federal laws and regulations.

It is the Board's intention that the written policies serve as guides for the discretionary action of those to whom it delegates authority and as a source of information and guidance for all persons who are interested in, and affected by, the district schools.

Proposals regarding policies may originate with any person who perceives a need for a policy statement in a particular area, including a member of the Board, the Superintendent, a staff member, a parent, student, consultant, civic group, or any resident of the district. The Board shall consider the recommendations of the Superintendent and the viewpoints of persons and groups affected by the policy before taking final action.

Changes in needs, conditions, purposes, and objectives will require revisions, deletions, and additions to the policies of the present and future boards. The Board welcomes suggestions for ongoing policy development.

End of Policy BFA.....Amended: 10/20/09

PROCEDURE FOR ADOPTING BOARD POLICY

When the need for a policy is suggested to the Board by the Superintendent, a board member, or someone else, the Board shall discuss the need for such a policy and, if it is the decision of the Board that such a need exists, the Superintendent shall be directed to draft a policy statement for presentation to the Board. The Superintendent may delegate the actual writing to a staff member and may involve other persons or groups in the research and development of the policy.

The advice of the School District's attorney shall be sought when, in the opinion of the Superintendent or the Board, there may be a question of legality or proper legal procedure in the development of a proposed policy.

Policy proposals and suggested amendments to or revisions of existing policies shall be submitted to all members of the Board and to the Superintendent in writing prior to a regularly scheduled board meeting in which such proposed policies, amendments, or revisions shall be read and discussed. The Superintendent shall be expected to make a recommendation concerning the adoption of the policy, amendment or revision. Opportunity for public comment shall be given at the meeting. Following the presentation, which shall constitute the first reading, the Board may approve the proposal, amend and approve the proposal, disapprove the proposal, or refer it back to the Superintendent for study and revision.

The approved or revised policy or policy amendment proposal shall be considered future meeting of the Board. Prior to this meeting the policy draft should be disseminated to staff and others who may be affected by its adoption. At this meeting, the Superintendent shall present the approved or revised proposal for second reading with a recommendation. Board action on the proposal shall be final if the proposal is approved in an identical form as passed at the previous meeting. If a revised form of the proposal is approved, or if approval includes an amendment, the proposal shall be resubmitted for action at a future board meeting. Action shall be by majority vote of those board members present.

The Superintendent shall publish, collate, and index all adopted policies and procedures and distribute them to the following:

Board Members - one copy each

Superintendent - one copy

Superintendent's office - one file copy

Business Manager - one copy

Principals - one copy per building

All policy manuals distributed shall remain the property of the Glen Ullin School District and shall be considered as "on loan" to anyone, or any organization, in whose possession they might be at any time. They are subject to recall at any time deemed necessary by the Superintendent or Board, whether for updating or other good cause.

Because the Board Policy Manual is a matter of public record, it shall be open for inspection at the school district office.

End of Policy BFB.....Amended: 10/20/09

Descriptor Code: BFC

SUSPENSION OF POLICY

Only those policies not established by law or negotiated agreement may be temporarily suspended, and then only by a two-thirds vote of board members present at a regular or special meeting.

End of Policy BFC.....Adopted:10/20/09

POLICY REVIEW AND REVISION

All policies should be subject to regular review. As new conditions develop or situations change, it may be desirable to alter policy. If problems or issues can be resolved more effectively in ways other than those provided by existing policy, revision is clearly in order.

The Superintendent, on a continuing basis, shall call to the Board's attention all policies that are out of date or in need of revision. The Board shall examine all policies annually to determine how they have been executed by the school staff. The Superintendent shall ensure that all copies of the Board Policy Manuals are kept current.

End of Policy BFD.....Amended:10/20/09

ADMINISTRATIVE REGULATIONS

The Superintendent shall prepare and disseminate administrative rules necessary to implement board policy and shall review such rules periodically to determine their effectiveness in carrying out policies. These rules shall constitute the school district's administrative regulations.

Administrative regulations need not be approved by the Board in advance of issuance except when specific state or federal laws require the Board to do so, or when the Board or Superintendent deems it necessary or advisable.

The Board reserves the right to review and veto any administrative regulation should it, in the board's judgment, be inconsistent with the policies adopted by the Board.

End of Policy BFE.....Adopted: 10/20/09

ADMINISTRATION IN POLICY ABSENCE

The Superintendent shall have the power to implement action within the school system if an emergency situation should develop for which the Board has provided no policy. However, the Superintendent's decision shall be subject to review by the Board at its next regular meeting. It is the Superintendent's duty to inform the Board of any such action and of the need for an official policy.

Legal Ref: NDCC 15.1-14-01, School district superintendent – Duties

End of Policy BFF.....Adopted: 10/20/09

POLICY IMPLEMENTATION

The policies developed by the Board and the administrative regulations established to implement policy are designed to increase the effectiveness and efficiency of the school system. It is assumed that all employees and students will willingly carry them out.

Administrators are responsible for informing subordinates of existing policies and regulations and for seeing that they are implemented in the spirit intended.

Continuous disregard for board policy and administrative regulations may be interpreted as insubordination and/or willful neglect of duty.

Mistakes of the past shall not be considered the basis for permitting continuation of similar decisions. If school policy has been purposely or inadvertently ignored, that action will not be considered as having changed the policy. Where undue harm to persons would result from rescinding the action taken that was in violation of policy, the Board may choose to honor the earlier basic agreement.

End of Policy BFG.....Adopted: 10/20/09

SUPERINTENDENT APPOINTMENT AND AUTHORITY

The Superintendent shall be employed by the Board under a contract that does not exceed three years, but which may be renewed at the discretion of the Board. The Superintendent is in charge of the schools. He shall report all significant developments and actions to the Board at the earliest opportunity.

The Board believes that the creation of policies is the most important function of a school board and that the execution of the policies should be the function of the Superintendent.

The Board holds the Superintendent responsible for carrying out its policies within established guidelines and for keeping the Board informed about school operations. The Superintendent shall be the liaison between the Board and staff.

The Board shall strive to procure, when a vacancy exists, the best professional leader available for the superintendence.

When the Superintendent is also employed as principal, all references to principal shall be construed as including the Superintendent.

Cross Ref: Policy CBB, Superintendent Recruitment and Appointment

Legal Ref: NDCC 15.1-09-33, School board - Powers

NDCC 15.1-09-38, Duties of school board - Employment of relatives

NDCC 15.1-11-04, County superintendent of schools - Duties

NDCC 15.1-14-01, School district superintendent - Duties

NDCC 15.1-14-02, School district superintendent - Bond

End of Policy BGA.....Amended: 10/20/09

BOARD-SUPERINTENDENT RELATIONS

The Board believes that the legislation of policies is its most important function, and that the execution of the policies should be the function of the Superintendent. Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies, and frees the Board to devote its time to policymaking and appraisal functions. The Superintendent shall be responsible for all aspects of school operation. The Superintendent may delegate responsibility and the authority as necessary and shall develop such procedures and regulations necessary to ensure efficient operation of the schools. However, the hiring of personnel shall be reserved to the Board with the recommendation of the Superintendent.

The Board assumes that the Superintendent is professionally able and possesses outstanding qualities of leadership, vision, and administrative skill, and that the Superintendent will implement all policies of the Board in good faith.

The Superintendent can assume that the Board will respect the Superintendent's professional competence and extend to him or her full responsibility for implementation of board policy decisions.

The Superintendent shall be the liaison between the Board and the staff.

End of Policy BGB.....Amended: 10/20/09

BOARD-STAFF RELATIONS

The Board desires to maintain open channels of communication between itself and the staff. The basic line of communication will, however, be through the Superintendent.

Staff Communications to the Board

All communications or reports to the Board or any Board committee from principals, supervisors, teachers, or other staff members shall be submitted through the Superintendent. This necessary procedure shall not be construed as denying the right of any employee to appeal to the Board from administrative decisions, provided that the Superintendent shall have been notified of the forthcoming appeal and that it is processed in accordance with the Board's policy on complaints and grievances. Staff members are also reminded that Board meetings are open meetings. As such, they provide an excellent opportunity to observe at first hand the Board's deliberations on problems of staff concern.

The Board recognizes that employees of the school district have a dual role in their relations with the public which complicates decisions from time to time concerning responsibility. Teachers, especially may have to decide between their responsibilities as professionals employed by the school system on the one hand or as members of the community on the other when differences of opinion arise concerning goals or operations of the schools.

The Board believes that the First Amendment right of all employees must be protected. The Board also believes that the schools and the Board should not be subject to unfair, unwarranted, or malicious attacks from within. To help achieve these two goals, the Board instructs the administration to confer and work with employees or employee groups in setting up a carefully designed procedure for handling differences of opinion between Board and staff which will have at least the following characteristics:

1. Protect and guarantee each employee's First Amendment rights.
2. Set guidelines for helping teachers distinguish between their professional employee responsibilities and their duties as lay citizens.
3. Follow carefully the procedures for handling grievances for all employees.
4. Provide for channels of communications within the school system to enable employees to have access to policy of the Board, regulations of the administration, and prompt notification of events and pertinent facts.

The school district conforms to the Right to Work Law of the State of North Dakota and will not permit undue pressure or harassment to any employee not wishing to belong to or join any professional or labor association or organization.

Board Communications to Staff

All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Superintendent, and the Superintendent will employ all such media as are appropriate to keep staff fully informed of the board's problems, concerns, and actions.

Visits to Schools

School board members are encouraged to visit schools. Such visits should be scheduled with the building principal or Superintendent. The supervisor or other staff member will accompany the board member if the member so desires. Such visits are for the purpose of becoming acquainted with school programs, personnel, operation and facilities and should be regarded as informal expressions of interest in school affairs and not as "inspections" or visits for supervisory or administrative purposes. Board members will not give directions or make suggestions to personnel during their visit. If a school visit leaves a board member with a concern, this concern should be discussed with the Superintendent.

Individual board members interested in visiting their child's class room as a parent must follow procedures outlined for parents by the Superintendent. If they converse with their child's teacher, counselor or administrator, the board member should make it clear that he or she is visiting as a parent and not as a member of the school board.

Social Interaction

Staff and board members share a keen interest in the schools and in education generally, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss such matters as educational trends, issues, and innovations and general school district problems. However, staff members are reminded that individual board members have no special authority excepting when they are convened at a legal meeting of the Board or vested with special authority by board action.

Legal Ref: NDCC 15.1-16-07, Representative organizations - Participation
NDCC 34-01-14, Right to work not to be abridged by union membership or nonmembership

End of Policy BGC.....Amended: 10/20/09

SCHOOL-COMMUNITY RELATIONS GOALS AND OBJECTIVES

The ultimate goal of school public relations is to improve the quality of education for all children in a democratic society. In order to achieve this goal, and to evaluate progress toward it, the Board sets the following objectives to:

1. Develop public understanding of all aspects of school operation; to ascertain public attitudes toward issues in education; and to discover the public's aspirations for the education of their children.
2. Secure adequate financial support for a sound educational program.
3. Help citizens feel a more direct responsibility for the quality of education provided by their schools.
4. Earn the good will, respect, and confidence of the public with regard to the schools' staff and services.
5. Foster public understanding of the need for constructive change, and solicit public advice on how to achieve educational goals.
6. Involve citizens in the work of the school and the solving of educational problems.
7. Promote a genuine spirit of cooperation between the school and the community, and to set up channels for sharing the leadership in improving community life. Through its school-community relations programs, the Board will aim toward leading the community to:

1. Show a high interest in the schools and participate in their activities. If schools are to attain their goals, the community must contribute time, effort, and talent to engage in cooperative planning for school operations and program improvements, to review goals of education in its schools, to observe educational processes, and to gather evaluative data so that it can make informed judgments.
2. Place a high priority on education and make available the funds needed for superior schools. If schools are to attain their goals, the community must provide enough financial support to make it possible for the school system to offer its students those educational services that will make up the deficits of the economically poor and the otherwise educationally disadvantaged; the community must provide the funds needed for experimentation and discovery, for creative development of promising practices, and for successful program implementation to achieve full education for everyone.
3. Make available education in the community that supports what is done in the schools. If schools are to attain their goals, the community must engage in

extensive school-industry cooperative education, employ youth and provide on-the-job training and retraining after school is over, and involve all its interactive agencies in offering educational opportunities that will continue throughout life.

End of Policy BI.....Adopted: 10/20/09

GENERAL PUBLIC RELATIONS

The Glen Ullin School Board, in an effort to ensure and enhance the possibilities for excellence in the education of children in a free society, presents and endorses this statement of policy on school-community relations because of its conviction that (a) the public schools belong in every sense to the people who created them by consent, and support them by taxation; (b) the schools are only as strong as the intelligent and informed support of the people of the community, and never any stronger; and (c) the support of the people must be based upon their knowledge of, their understanding about, and their participation in the aims and efforts of the school system.

The Board therefore affirms its commitment:

1. To use all available channels of communication in informing district citizens about the policies, programs, problems, and planning of the school system.
2. To recognize the right of the news media to inquire, research, and report to the public, information about the school system; and to assist the media in so doing.
3. To conduct all of its business in public sessions except for those matters to be discussed in executive session in accordance with North Dakota law, the Family Educational Rights and Privacy Act, and attorney-client privilege in pending litigation.
4. To invite and encourage the advice and counsel of district citizens at all times and to facilitate this by scheduling public hearings when required and by the establishment of community advisory committees.

As part of its ongoing effort to keep staff and public fully informed concerning its affairs and actions, the Board instructs the Superintendent to institute and maintain effective and appropriate procedures for the prompt dissemination of information. Releases to the press and brief summaries of Board meeting actions and interesting school events prepared for distribution to staff members and parents are recommended.

Feature stories about the schools and public appearances by the Superintendent are encouraged.

Cross Ref: Policy BEB/KADA, Citizens' Advisory Committees

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC 44-04-19.1, Open records and meetings - Exemptions for attorney work product, attorney consultation, and negotiations preparation

20 U.S.C. 1232g(B)(4)(A), Family Educational Rights and Privacy Act

End of Policy BIA.....Amended: 10/20/09

PATRON COMPLAINTS

Constructive criticism of the schools is welcomed by the Glen Ullin School Board whenever it is motivated by a sincere desire to improve the quality of the educational program or to equip the schools to do their tasks more effectively. The Board has however, confidence in its professional staff and desires to support their actions in order that they are free from unnecessary, spiteful, or negative criticism and complaint. Therefore, whenever a complaint is made directly to the Board as a whole or to a board member as an individual, it will promptly be referred to the school administration for study and possible solution.

Since individual board members have no authority to resolve complaints, other than by formal board action, administrators are expected to follow up on all complaint referrals and to advise the board members of the nature of the complaint and the action(s) taken. The Board expects that the administration will develop a procedure for receiving complaints courteously and that it will take steps to make a proper reply to the complainant. This follow-up should generally take the form of a brief written memorandum to the board members.

Complaints for which specific resolution procedures are provided shall be directed through those channels. This includes complaints about personnel and complaints about instructional materials. (See BIBB/KAGAA and BIBA/KAGAB Complaints should be resolved at the lowest possible level of authority. If resolution of the problem seems unlikely at the building level either party is encouraged to refer the matter to the Superintendent for his review.

If all other remedies have been exhausted, and a non-personnel related complaint has not been satisfactorily resolved, the complainant may request that the matter be placed on the agenda of the next regular meeting of the Board. The complaint shall be presented in writing and included in the agenda materials provided to the Board prior to the meeting. Generally all parties involved, including the administrator(s), shall be asked to attend such a meeting for purposes of presenting additional facts, making further explanations, and clarifying the issues.

The Board will not consider or act upon complaints that have not been explored at the appropriate administrative level or complaints for which specific resolution procedures have been established that do not include board review. If the Board decides to hear the complaint, the Board shall make a decision which shall be sent to all interested parties. If the decision alters policy, the procedures for suspending, amending or adopting policy shall be followed. Complaints concerning personnel will be heard only in accordance with applicable statutes.

Cross Ref: Policy BIBB/KAGAA, Complaints about Curriculum or Instructional Material

Policy BIBA/KAGAB, Complaints about Personnel

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15. Contracts of Teachers and Administrators

NDCC Ch. 15.1-17, Teacher Personnel Files

End of Policy BIB.....Adopted: 10/20/09

PATRON COMPLAINTS, COMPLAINTS ABOUT PERSONNEL

The Board recognizes that complaints from concerned patrons are inevitable. In order to provide an effective procedure for responding to complaints in a manner which is in the best interests of promoting better educational opportunities for children, the following policy is adopted.

Complaints about personnel shall first be directed to the related employee and if not able to be resolved then should be directed to the principal or other supervisor directly responsible for supervision of that employee. The supervisor shall:

- 1) Investigate the complaint and contact the employee about said complaint.
- 2) Promptly notify the employee if the complaint is to be placed in the employee's personnel file.
- 3) Schedule a meeting of the employee, the complainant, and the supervisor if deemed appropriate.
- 4) Provide a response to the complainant within fifteen (15) days of receipt of the complaint.

If either party is not satisfied with the handling of the complaint, the matter can be appealed to the Superintendent for final resolution.

Complaints about the Superintendent shall be directed to the Board President who shall follow the same procedure.

This procedure is intended to minimize the risk of a possible action for libel or slander, to retain the impartiality of the Board, and to maximize compliance with North Dakota law.

Cross Ref: Policy IBCAB/KAF, Visitors in the Schools

Legal Ref: NDCC Ch. 15.1-14, Administrators

NDCC Ch. 15.1-15, Contracts of Teachers and Administrators

NDCC Ch.15.1-17, Teacher Personnel Files

End of Policy BIBA.....Amended: 10/20/09

PATRON COMPLAINTS, COMPLAINTS ABOUT INSTRUCTIONAL MATERIALS

Citizens of the school community who wish to register a criticism about the appropriateness or absence of instructional materials should obtain the "Request for Reconsideration of Instructional Resources" form from the building principal.

All criticism shall be on the "Request for Reconsideration of Instructional Resources" form, and the complaint must be specific as to author, title, publisher or producer, date of publication, and when relevant, page numbers of items to which objection is being made.

Upon completion of the "Request for Reconsideration of Instructional Resources" form, it shall be submitted to the building principal. The principal shall follow the established procedure for processing and responding to criticism of approved material. (See Policy GBFA.)

This district subscribes to the philosophy stated in the Library Bill of Rights.

Cross Ref: Policy IBCAB/KAF, Visitors in the Schools

End of Policy BIBB.....Adopted: 10/20/09